



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

JOB TITLE	16532 - Training & Workforce Development Program Manager - GS-14
JOB ANNOUNCEMENT NUMBER	16532
SALARY RANGE	\$107,325 - \$139,523
OPEN PERIOD	3/26/2015 - 3/26/2016 - Open Until Filled. This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration
POSITION TYPE	Permanent Employment
DUTY LOCATION	Reston, VA
WHO MAY APPLY	Internal and External Candidates
SECURITY CLEARANCE	TS/SCI with CI Polygraph
TRAVEL REQUIRED	0-25% Travel
RELOCATION AUTHORIZED	Discretionary based on availability of funds

POSITION INFORMATION:

This is an opportunity for a GS-14 permanent position in the ODNI.

Who May Apply: Internal and external candidates to include

- Current Federal Government Employees
- Non-Federal Government Employees
- Current ODNI Permanent Employees
- Current ODNI Staff Reserve Employees

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

ODNI uses a rank-in-person system in which rank is attached to the individual. If the selected candidate is a GS employee of the ODNI or another federal agency, assignment will be made to the position at the employee's current GS grade and salary.

Salary for a selected non-federal candidate will be set within the salary range of the position based on qualifications and experience. Promotion for all ODNI GS permanent employees will be considered at an annual Career Advisory Board.



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KEY REQUIREMENTS FOR EXTERNAL CANDIDATES:

- U.S. Citizenship
- Ability to Obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) Clearance
- CI Polygraph and Background Investigation
- Medical Evaluation
- Two-Year Probationary Period Required for All New Permanent Appointments to the ODNI
- Direct Deposit/Electronic Funds Transfer

COMPONENT OR OFFICE MISSION:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the DNI has authority and responsibility.

MAJOR DUTIES AND RESPONSIBILITIES:

- Plan, manage, and coordinate multiple substantive projects for Office of the Director of National Intelligence (ODNI) Senior Executives by reviewing, researching, writing/editing, coordinating, and collaborating on time-sensitive information, correspondence, papers, policy, and briefing materials in response to taskings and action items from internal and external sources.
- Plan, manage, and coordinate strategic and tactical projects, plan and execute action taskings associated with assigned projects, and provide project status and reporting.
- Plan, coordinate, and organize all essential information and materials to assist Senior Executives in the execution of daily mission objectives.
- Plan, manage, and coordinate operational and administrative matters, review and investigate issues, and develop solutions and options; maintain situational awareness of issues affecting organizational equities and the status of multiple projects.
- Review, plan, and develop responses to email, correspondence, action items, and taskings; plan and manage priorities and response progress, coordination, and collaboration; track progress against actions from internal and external sources.
- Plan, research, write, and edit talking points, correspondence, executive summaries, communications, presentations, and briefing materials; plan and develop activity reports and summaries and edit and rewrite as necessary.
- Establish controls and develop processes to monitor the dissemination of information, continually improving and maintaining suspense database systems; maintain records and manage information in compliance with regulations and sensitive compartmentalization.
- Plan, manage, coordinate, and integrate work activities, assignments, and projects with managers internal to the ODNI and across the Intelligence Community (IC) to ensure their understanding and the effective completion of initiatives and requirements.
- Plan, manage, coordinate, and execute IC IG cross-community Conferences and Awards programs.
- Implement and maintain a quality organizational training and workforce development program that supports mission requirements and meets the on-going professional development needs of employees.
- Conduct in-depth analysis of current and future training development needs based upon an understanding of current employee skills, future skill needs, skill gaps, and mitigation strategies to address gaps, plan and implement initiatives, and define the direction of future training development.



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- Identify courses and training programs that are relevant to the organization's mission and make this information available to employees.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Required

- Extensive knowledge of the ODNI, IC agencies' mission, organization, collection, and production responsibilities, as well as ODNI and IC administrative policies, procedures, and authorities.
- Extensive knowledge of IC information management security guidelines, document storage, and classification guidelines.
- Extensive knowledge of mission area daily operational topics, capabilities, and strategic intent, as well as project management concepts and principles.
- Demonstrated oral and written communication skills to communicate effectively with key stakeholders throughout the IC and United States Government.
- Demonstrated analytical, critical thinking, and problem solving skills, including the demonstrated ability to interpret complex information from multiple sources.
- Demonstrated interpersonal, organizational, and problem-solving skills, including the demonstrated ability to develop working relationships and networks with internal and external managers and staff.
- Demonstrated research, planning, and organization skills, and demonstrated ability to manage changing and competing priorities under strict timelines while maintaining a high level of attention to detail.
- Demonstrated ability to work effectively with ODNI leaders in a highly active, fast-paced, and demanding organization.

HOW YOU WILL BE EVALUATED:

Applicants are encouraged to carefully review the position description and required KSAs qualifications and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

BENEFITS:



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The ODNI offers a broad array of benefits programs and family friendly flexibilities.

Main site for new federal employees: http://www.opm.gov/insure/new_employee/index.asp

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement System (FERS) (new employees automatically covered):
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and are covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependant Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

OTHER INFORMATION:

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. If you need reasonable accommodation for any part of the application process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis.

HOW TO APPLY:

A complete application must include the following:

- RESUME** - All applicants must submit a resume. Format is at the discretion of the applicant, but must include full name, address, telephone number and email address.
- KSAs** - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe your past work experience, education and accomplishments demonstrate that you possess the knowledge and skills required for this position.
- COVER LETTER** - A separate document that acts as a supplement to your resume explaining the contents of your application package and allowing for an opportunity to further elaborate on your submission.
- PERFORMANCE EVALUATION** - Applicants are required to provide their most recent performance evaluation as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the most recent evaluation.
- VACANCY NUMBER** - Reference the vacancy number in the subject line of the email and on each document submitted.

Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.



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AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by the closing date of the announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3811.

WHAT TO EXPECT NEXT:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

AGENCY CONTACT INFO:

ODNI Recruitment; Phone: (703)275-3811; Email: Recruitment_TeamB@dni.gov